SECTION:	**PUBLIC WORKS**
NUMBER:	**8.15**
EFFECTIVE DATE:	MAY 1, 1996
ATTACHMENT:	none
REVISION DATE:	July 2001;
	January 2002; September 2002;
	March 2005; September 2006

ADMINISTRATIVE POLICY

TITLE: **TREE PLANTING PROGRAM**

PURPOSE: The purpose of this program is to encourage the planting of new trees to improve and preserve the appearance of the community, by providing a cost sharing program for property owners who elect to plant a new tree on their property. Under this program, with prior written approval, the City will provide some reimbursement to a property owner who has planted a new tree on their property. Within the guidelines of this policy, a property owner or resident may select and plant a tree on their property, and the City will then provide some reimbursement of the cost. This program will be managed by the Department of Public Works, under the following policy guidelines:

ELIGIBLE PARTICIPANTS
It is the general purpose of this program to improve the appearance of the community and to promote the planting of new trees in residential areas. Due to the limited funds available, this program is limited to "non-business" type of properties. Any resident, owner of single family residential property, or not-for-profit organization within the corporate limits of the City of Woodstock shall be eligible to participate in this program. This will include single family detached property, two family attached (duplex) property, and single family attached property up to and including four dwelling units. For purposes of this program, a multi-family property is any property or building with more than four (4) dwelling units.

INELIGIBLE PARTICIPANTS
Due to the potential damage to any new tree planted, homes under construction will not be eligible for this program. In order to participate in this program, an occupancy permit must be first issued by the City of Woodstock and the final grading and seeding or sodding of the lawn must have been completed prior to requesting the City's approval for reimbursement.

LOCATION FOR TREE PLANTING
Trees planted under this program may be planted at any suitable location on private property. No trees to be included with this program may be planted within a public right-of-way or within a recorded easement. The homeowner shall take into consideration conflicts with both overhead and underground utilities, line-of-sight obstructions near intersections, and the mature size of the tree when selecting a planting location. **Trees planted with the program may not be located under overhead wires, over sewer mains or sewer services, over water mains and water services, or in an established drainage swale. The property owner shall be responsible to verify the location and restrictions of all utility easements prior to determining the planting location.**

NUMBER OF TREES
In order to provide greater participation in the program, the City's cost sharing will be limited to no more than one tree at any single property in a year. For the purposes of this program, a "year" shall be defined as the City's fiscal year, which is May 1 through April 30.

TREES PROHIBITED
The selection of the type of tree and the size of the tree to be planted shall be made by the property owner. However; the City will not approve any cost sharing for the planting of any of the following type of trees.
- Box Elder Maple   - American, Red, or Rock Elm   - Buckthorn
- Cottonwood Poplar*   - Chokecherry   - Black Locust
- Other trees that are determined by the City Forester to be unsuitable for an urban environment
*And all poplars, excluding Aspens

This policy includes reimbursement for deciduous and evergreen trees only. Shrubs and perennials (as defined in Dirr's Manual of Woody Landscape Plants) are excluded.

HOW TO PARTICIPATE
Any property owner or resident, whose property meets the eligibility requirements stated above, may request payment from the City of Woodstock for the sharing of the cost for a new tree. The initial request to be submitted to the City must include the following minimum information:

  - Property owner or resident's name
  - Address for tree planting
  - Mailing address for owner if different than planting address
  - Daytime phone number
  - Type of tree
  - Estimated date of planting

The City of Woodstock will review each request submitted and provide written approval or denial of cost sharing to the resident within ten (10) working days. Participation shall be determined on a first-come, first-served basis determined by the date of the City's approval for cost sharing. The City cannot guarantee participation to all residents, and the program shall be limited based on the total budget amount for this program. **TO BE ELIGIBLE FOR COST SHARING, THE CITY MUST PROVIDE PRIOR WRITTEN CONFIRMATION TO THE PROPERTY OWNER OR RESIDENT, BEFORE ANY COSTS HAVE BEEN INCURRED.**

REIMBURSEMENT OF COST BY THE CITY OF WOODSTOCK
Once the City has provided written confirmation that the City will share in the cost of the tree purchase, the property owner may have the work completed by a qualified contractor or they may complete the planting themselves. Planting of the tree and request for reimbursement from the City must be completed by April 1 following approval. Once the tree has been planted, a request for reimbursement may be submitted to the City by forwarding a copy of a paid invoice for the tree and any planting costs. The City's share of the cost shall be limited to the actual amount of the invoice submitted to the City, or a maximum of $100.00 per request, whichever amount is less. The City will provide payment to the resident within 45 days of the receipt of

the request for reimbursement.

CITY OF WOODSTOCK
DEPARTMENT OF PUBLIC WORKS
326 Washington Street
Woodstock, Il. 60098

APPLICATION FOR PRE-APPROVAL FOR TREE PLANTING

Name: _____

Address for Tree Planting: _____

Mailing Address (if different): _____

Daytime Phone Number: _____

Type of Tree: _____   _____
                    (common name)   (cultivar name if known)

Estimated Planting Date: _____

I understand that, to be eligible for some reimbursement, the tree may not be planted in a public right of way nor in a recorded easement. It is my responsibility to verify the location of all recorded easements and to verify the location of all underground utilities.

_____   _____
                    (signature)   (date)

For City Use Only

Approved By: _____   Date: _____

Date Paid Invoice Submitted To City: _____

Amount to Be Paid to Resident: $ _____